

Palm Beach State College
Course Syllabus – Hybrid/Web Content

General Class and Course Information

Course number: **BSC 2945C**

Class Reference Number: **158346**

Term: **Spring 2012**

Course title: **Biotechnology Internship**

Credit/Contact hours: **2 credit hours; 320 contact hours**

Course Description:

This is a practical application of procedures in the real world settings with biotechnology and closely related disciplines. This experience will allow the student to perform hands on work and observation of biotechnology in any kind of institution directly or indirectly related with the field which includes but is not limited to; academic, governmental, private industry or research oriented institutions and other fields with similar experiences.

Pre-requisites: CHM1046, CHM1046L, BSC2421, BSC 2421L, BSC2420, BSC2420L, BSC2427 and BSC 2427L

Course Learning Outcomes: As a result of taking this course, the student will be able to:

Course Core Objectives

Upon completion of this laboratory course a student should be able to:

Develop an individual career plan. Write a resume and successfully interview for an internship position. Demonstrate safety skills in the workplace. Maintain positive relations with others through teamwork and supervision. Maintain a work notebook, write a final report and prepare a presentation describing the internship. Analyze the organizational structure of the host bioscience company or research institution.

Full Course Outline: Click on the following link: <http://www.palmbeachstate.edu/x17364.xml>

Class Schedule:

This is an internship course to be conducted in a bioscience company or research institution. The student will conduct 320 hours of research/work during the term. The training schedule will be determined by and agreed upon by internship supervisor and student. Student will submit timesheets on an bi-monthly basis. In addition, The class shall be required to meet periodically with professor on an as needed basis. Professor will contact students via email and/or Blackboard for meeting times and locations.

Textbook(s) Information: This course does not have a required textbook.

Required Materials

- None

Suggested Materials

- None

You may purchase your textbook(s) at any one of Palm Beach State College's campus bookstores or online at <http://www.efollett.com>.

Web Content Information: <https://palmbeachstate.blackboard.com/webct/entryPage.dowebct>

Palm Beach State College
Course Syllabus – Hybrid/Web Content

Professor's Contact Information

Professor's Name: Dr. Alexandra Gorgevska
Office Location: SC 209
Telephone: 561-207-5003
Email address: gorgevsa@palmbeachstate.edu
Home Page: <http://www.palmbeachstate.edu/x461.xml?id=Gorgevsa>
Office Hours:
Monday: 9:00 am – 10:00 am; 12:00 pm – 2:00 pm
Tuesday: 9:00 am – 10:00 am; 1:00 pm – 2:00 pm
Wednesday: 9:00 am – 10:00 am; 12:00 pm – 2:00 pm
Thursday: 9:00 am – 10:00 am; 1:00 pm – 2:00 pm

Class Requirements

Assignments: The students will have the following assignments: Resume and Interview, Project Summary Video, Technique Video and Project Presentation. Details of each assignment will be provided in class meetings.

Late Assignment Policy: All required assignments are expected to be completed on time. If, due to an emergency, a student cannot meet the due date, s/he is to request an extension from the professor. Documented evidence from a doctor/emergency room etc will be necessary for extension requests. Assignments turned in late will have points deducted from them. It is at the Professor's discretion to either accept or deny a late assignment. If an assignment is accepted late, points will be deducted.

Grading Scale and Policy: The grading scale is based upon attendance, participation, assignments and project presentation.

Grades:

- Resume, Evaluations, and SOPs 5%
- Video assignments 40%
- Project Presentation 55%

Grades will be calculated by the following scale:

	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	≤ 59

Tests, Quizzes and Final Examination Schedule: The dates for resume, interview, video projects and project presentations will be determined upon project approval for each student.

Make-up Exam Policy: N/A

Palm Beach State College
Course Syllabus – Hybrid/Web Content

Distance Learning Class Information

This course is taken in part via the Internet (hybrid classes), or includes a web component. Before you decide to take the course under these conditions, it is recommended that you:

- take the following assessments to determine if distance learning is best for you:
 1. [Should I take a distance learning class?](#)
 2. [Do I have enough time to take a distance learning class?](#)
 3. [Do I have the technical skills and knowledge to learn online?](#)
- read the [Distance Learning Frequently Answered Questions](#) page which include instructions for logging onto Blackboard, computer requirements, and basic computer skills students must have prior to enrolling a distance learning class.
- Read the syllabus description below carefully.
- Contact the professor by e-mail or by phone if you have any questions.

Computer Requirements

If you choose to take this course, you must have access to a computer that meets the [basic computer requirements](#) - <http://www.palmbeachstate.edu/x10620.xml>

SLC Computer Lab

If students do not have access to a computer at home, the SLC Computer Lab at a Palm Beach State campus can be used to complete course assignments. Visit the SLC Computer Lab web page at <https://www.palmbeachstate.edu/x13669.xml> for location and hours.

IT IS RECOMMENDED THAT THE STUDENT TAKING THIS COURSE AS A *HYBRID* COURSE NOT BE A NOVICE COMPUTER USER. THE STUDENT SHOULD KNOW HOW TO USE A MOUSE, NAVIGATE THE INTERNET, AND SEND/RECEIVE E-MAIL WITH ATTACHMENTS. VISIT THE FOLLOWING WEB PAGE FOR MORE INFORMATION REGARDING MINIMUM COMPUTER SKILLS STUDENTS MUST HAVE PRIOR TO ENROLLING IN A HYBRID COURSE - <http://www.palmbeachstate.edu/x10620.xml>.

This course has an Internet web site located at: <https://palmbeachstate.blackboard.com>

The course web site will be available three days prior to the start of the semester. Your password will not work until that time. It is the student's responsibility to have accessed this site no later than **January 5, 2012**. The web site has a security system which requires a *Sign on* and a *Password*. Only registered students will be able to access the course. **Failure to access the Blackboard course website prior to midnight on that date will result in the student being dropped from the course.**

To login to the course web site:

Go to <https://palmbeachstate.blackboard.com> **User Name:** Use your Palm Beach State Student ID Number (no hyphens). Your Palm Beach State Student ID Number can be found on the back of your student ID card. If you do not have a student ID card, you can obtain one in the bookstore at Lake Worth campus. For obtaining a student ID card on other campuses, check with the campus directly. **Password:** The student's Blackboard password will be the student's Palm Beach State Pin Number.

What do I do if I forget my password or need assistance with Blackboard?

E-mail the Blackboard administrator at adminwebct@palmbeachstate.edu. You can also contact the Palm Beach State Student Helpdesk by sending an e-mail to studenthelpdesk@palmbeachstate.edu or contacting them by phone at (561) 868-4000. Be sure you have the following information available:

Palm Beach State College Course Syllabus – Hybrid/Web Content

- your full name
- your Palm Beach State Student ID number
- course with the reference number
- details of the assistance needed and any error messages
- The Student Help Desk Hours of Operation are posted on the following web page:
<http://www.palmbeachstate.edu/x6363.xml>.

On hours and days that the Help Desk is closed, the student may leave a voice message or an e-mail and the issue will be addressed the next business day.

Class Policies and Methodology

Attendance: Professors are required to take attendance. **Attendance to the first day of class is Mandatory. Failure to do so will result in the student being dropped from the course.** Students will be expected to obtain all necessary lab materials from the website and participate in course discussions on the website. Students are expected to post valid/relevant comments and participate in discussions related to course materials. Students are required to access the course website *at least two times per week* to read the required lab materials, check the discussion board and course email regularly. Students are expected to attend ALL class-related sections/events. 100% attendance and participation is expected.

Electronic Device Use: The use of cell phones or other electronic devices during class is prohibited. If a student is caught using any such device, they will be asked to leave.

Email Policy: The blackboard e-mail system is the official electronic communication from the Professor to all the students registered in this course, and from all the students to the Professor. The **students are considered officially informed** of any changes or special instructions or announcements through this system. The instructor's Blackboard e-mail address and discussion board will be checked once per day Monday to Thursday from 9:00 am – 6:00 pm. This means that weekends and holidays are not officially check days. The instructor will do their best to respond to all emails within 24 – 48 hrs, however, response time may vary due to holidays/weekends.

Equipment and Supplies:

- Lab coat and goggles (obtain from bookstore or medical supply store or uniform store)
- Calculator, Black pen, Ruler, Clear tape or glue stick
- Access to a computer containing Microsoft Excel (or similar) with connection to a printer
- Materials for storing hand-outs
- Digital camera is strongly recommended but not required

Professor's Expectations: The student is expected to participate in 100% of the classes, conduct 320 hours of research, contribute positively in a workplace setting and present themselves professionally at all times.

Methods of Instruction: Off-site supervised training supplemented with classroom instruction.

Unique Requirements of the Class: This is an off-site internship training experience. Students will be responsible for all aspects of their project.

College Policies and Web Information

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

Palm Beach State College
Course Syllabus – Hybrid/Web Content

(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach Community College Student Handbook**

(www.palmbeachstate.edu/Documents/Marketing/studenthandbook.pdf) for further information.

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at

www.palmbeachstate.edu/disabilities.xml.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest

Please see this web page (www.palmbeachstate.edu/x340.xml) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is **March 27, 2012**. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Department Contact Information

Department Contact Name: Dr. Libby Handel
Office Location: SC 205
Telephone: 561-207-5059
Fax Number: 561-207-5048
Email address: handele@palmbeachstate.edu

Getting Started with a Web Class

1. Make sure you have all the computer system requirements as listed in the Computer Requirements section of this syllabus.
2. E-Mail the professor gorgevsa@palmbeachstate.edu with your name and phone number. The professor will communicate with you through Blackboard or your Palm beach State-issued email address.
3. Obtain course materials. The textbook(s) can be purchased at the Palm Beach State campus bookstore or online at <http://www.efollett.com>.

Palm Beach State College
Course Syllabus – Hybrid/Web Content

4. Log onto the course web site at: <https://palmbeachstate.blackboard.com>. Use your [Pantherweb](#) logon information.
5. Once inside the course website, read the "Mandatory Online Orientation" and complete the *Orientation Quiz*.
6. Explore the different parts of the web page. Be sure to print the **syllabus, course calendar, and assignment sheet** so that you know what is expected of you during the semester.
7. Read the instructor's *Welcome* message on the discussion board and post a reply to it introducing yourself to the class.
8. Begin completing your assignments as listed on the course calendar.

Have fun!